



# Meet the Mac

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## Objective

Introduce the class participants to the iMac OSX Tiger. From checking out the new features to work smart and play hard topics, the iMac will be poked and prodded.

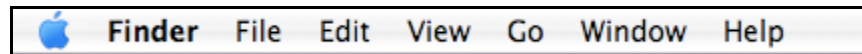
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## Overview

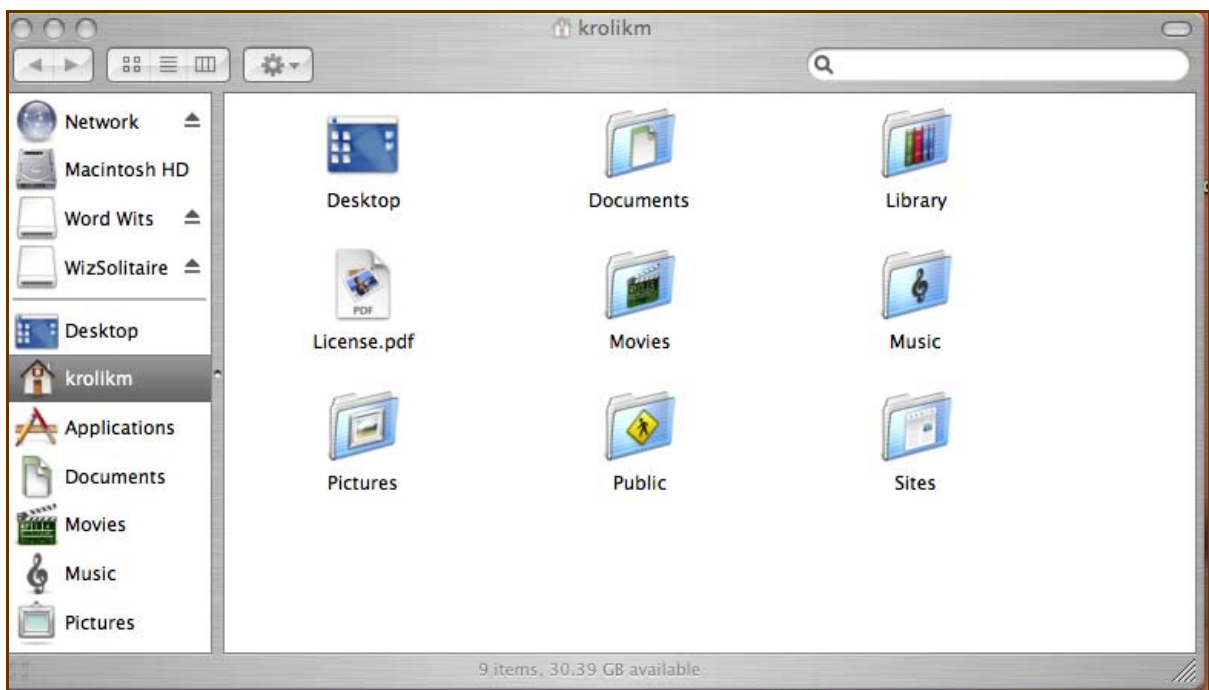
Use of the Finder	Work and Play
The Desktop	Dashboard, Widgets, Exposé
The Menu Bar	Dictionary
The Dock	Safari
Applications, Files and Folders	

## Use of the Finder

The Finder is a way for you to find about all the things available on your Mac. The first thing to come up when you start up your Mac is the Finder. The special menu bar at the top of your Mac screen will let you know the Finder is up and open. In fact, the special menu at the top of the Mac screen will always let you know what program or application is currently open.



If the Finder window does not open you can select File and New Window, and new Finder window will come up.



The Finder window consists of left and right parts. A sidebar is to the left of the Finder window and the contents window is to the right of the sidebar.

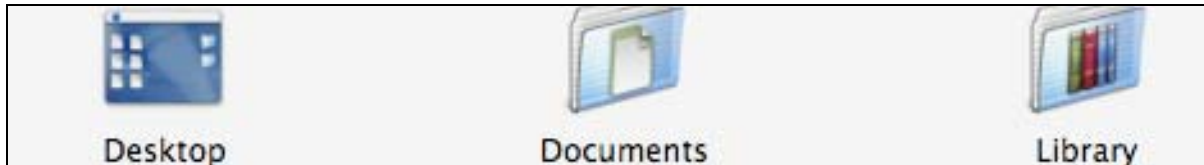
The sidebar is divided into two parts. The top part of the sidebar shows the Mac hard drive, CD or DVD drives. The top part of the sidebar also shows any networks or auxiliary devices attached to the Mac. The bottom

half of the sidebar (divided by a gray bar) shows the Home folder, documents, movies, music, picture and the Applications folder.  
Finder Views

Using the toolbar on the Finder window can change the views in the content window.



The first tool will show the contents as icons.



The second or middle tool will show the contents as a list.

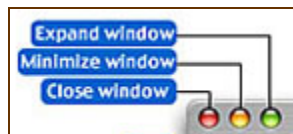
Name	Date Modified
▶ Desktop	Today, 7:11 PM
▶ Documents	Today, 5:32 PM
▶ Library	Nov 13, 2005, 10:12 AM

The last icon will show the contents in a list form within columns.

Desktop	▶	Colloquy Transcripts	▶	Entourage Temp
Documents	▶	Microsoft User Data	▶	Normal
Library	▶			Office 2004 Identities
License.pdf				


## Maneuvering the Finder

The buttons in the upper-left of the Finder window are for closing (the red button), minimizing (the yellow button), and maximizing (the green button).



Below the three buttons and next to the views toolbar is the back and forward arrows. The back and forward arrows help you to move through the folders in the content window.

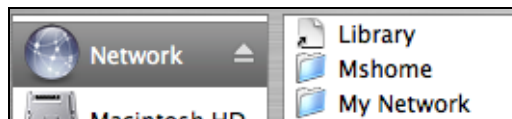


The Finder window can also be resized by dragging the lower-right corner. 

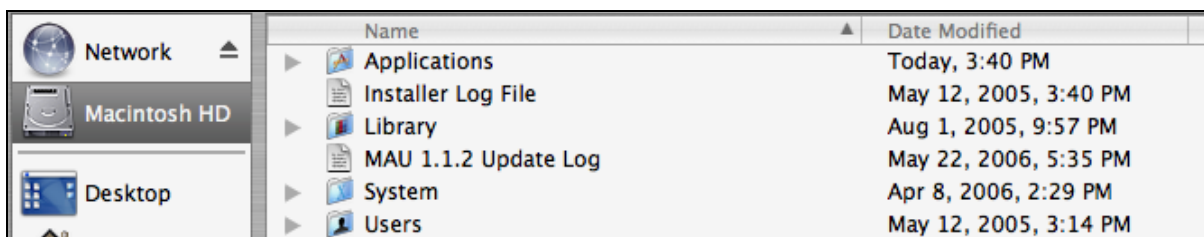
## Icons on Top of Sidebar

As was mention earlier, the top part of the sidebar shows the Mac hard drive, CD or DVD drives. The sidebar also shows any networks or auxiliary devices attached to the Mac. By double-clicking on the Network or Macintosh HD, we can see the contents.

The Network icon allows you to see the different network connections of your Mac. The contents of the Network should not be changed unless your Network Administrator directs you.



Double-clicking on the Macintosh HD icon will show the contents of the hard drive. Double-clicking can also open the folders within the hard drive.

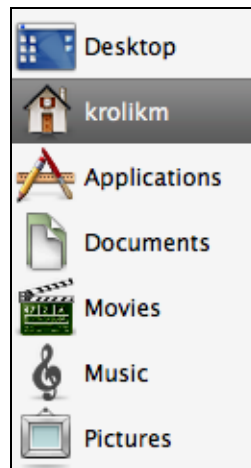


The very first folder in the hard drive is the Applications folder. The Applications folder contains all the applications or programs installed on your computer. If you double-click on the Applications icon you will discover not only the downloaded applications, but also several other types of folders such as Utilities and System Preferences. The Utilities folder contains programs that support different functions on your Mac. The System Preferences folder contains ways that you can customize your computer's settings, check on hardware, and functions of the computer system.

A word of caution, the Library and System folder contain essential elements for the smooth running of your computer. **These folders should be left alone.**

The Users folder contains the separate content for each user on the Mac. The User folder allows several people to use one computer. Each separate user has their own Home folder containing a series of folders such as Desktop, Documents, Library, Movies, etc.

#### Icons on Lower Part of Sidebar



The icons on the lower part of the Sidebar contain Applications, Documents, Movies, Music and Pictures folders. This allows the different accounts or users to use these folders while working on the Mac.

An important icon on the lower portion of the Sidebar is the Home folder. This icon is displayed as a little house. The name on the little house is the user who is currently logged in to the computer. DO NOT rename your Home folder. This could cause the Mac to be unable to access essential resources.

Desktop shows the user the items they have placed on their desktop. Really the items are stored in the user account's Desktop folder. It just appears as if it is on the Desktop.

#### Spotlight



The Spotlight is located in the upper-right side of the Finder window. Spotlight is basically a search field to use when looking for items on your computer. By using this field you can find files, folders, etc. quickly instead of clicking on lots and lots of folders to find what you want. Spotlight is a technology that Tiger (operating system) uses to quickly scan and find results for your particular computer.

### Action Button



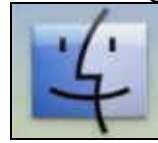
The Action button is located on the top left of the Finder window next to the toolbar. The Action button can change the views in the content window. If you look carefully at the Action button it has an image of a gear on it, representing the ability of the Action button to shift gears into action. What really occurs, the Action button opens up a pop-up menu that offers commands to make changes to the selected file or folder you are working on. To close the menu, click anywhere on the outside of the menu and it will close.

### Finding the Finder

- ❖ There are several ways you can call up the Finder. If you double-click on any folder on your desktop, the Finder window will open.
- ❖ If the Finder is open, but not a Finder window, you can select File on the Finder menu and click on New Finder Window.

- ❖ You can open the Finder from the Dock. A smiling face that is two-

toned in color represents the Finder.



## The Desktop



The Desktop on a Mac is very pleasing to the eye. The background, screen saver and icons can be customized. The icons are easy to see, and understand what they represent. The Mac desktop is just fun to use.

The Desktop is the place where you can hold and work with files, folders, applications and external devices that will show up as an icon item. When you begin working on the desktop, the Finder opens and becomes an

active application. You can then begin to work with applications, documents, music, movies, etc.

Once you become a constant user of your Mac, you may find you are covering your Desktop with way too many downloads, folders or files. Try to keep your Desktop organized by creating folders for files, or creating an alias to some of your items and placing them on the Dock. It is important that you let your computer work for you; not you working to use your computer.

## The Menu Bar

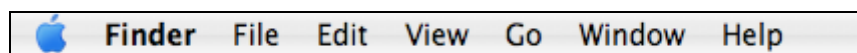


When you have an application open or if you are using the Finder, the Menu Bar will show the different menus for the application you have open. On the right side of the Menu Bar are other features available to enhance working in the Mac environment. Date, time and sound are some of the utilities located on the right side of the Menu Bar.

The Menu Bar above shows the open Grab application. This is just an example of how the Menu Bar shows an open application. Under each menu are the functions and commands that work in the open application.



To select a command, just click on the menu and slide down to the desired command and your Mac will complete the command. Sometimes you will find a command that is grayed out or not in black print. That means that command is not available at the moment, but will be under other conditions.





Under View on the Finder toolbar are two helpful commands to keep control of your desktop. One command is Clean Up and the other is Arrange By.

## ❖ Clean Up

If you select Clean Up your files and folders will be lined up in neat rows.

❖ Arrange By

Arrange By has a sub menu that arranges your files and folders by Name, Date Modified, Date Created, Size, Kind, and Label.

## The Dock



## Features of the Dock

- ❖ The Dock is the bar across the lower part of your desktop. It can pop up, magnify, or just stay put. You can customize the Dock by going under the System Preferences and select Dock Preferences.
- ❖ Open applications are noted by a small black triangle beneath the icon.
- ❖ There is a vertical line that separates the applications to the left, while folders and files are to the right of the vertical line.
- ❖ The trash is also displayed on the Dock as a wastebasket.

## What is on the Dock?

Many of the features such as The Finder, iTunes, Dashboard, System Preferences and Trash can be found on the Dock. You can also add applications and folders to the Dock. Simply drag and drop the item you want on the Dock. If you want to remove something from the Dock, just drag the item off the Dock and drop it on the desktop. The item will disappear and return to where it belongs in the Finder.

If you click on any of the applications on the Dock, they will open. If you open other applications on your Mac, the application's icon will also appear on the Dock. As you close applications that don't reside on the Dock, they will disappear. As you work, your Dock could become filled with open applications and features that either are always on the Dock or will disappear when the application is closed.

The Trash, when filled, looks like a wastebasket with papers in it. You don't have to empty the trash everyday. It is a folder that will hold what you have placed in the trash until you select from the Finder menu the Empty Trash command.

If you are deleting sensitive files, you can select Secure Empty Trash. Mac will overwrite the file with lots of code preventing the files to be recovered.

## Applications, Files and Folders

We have been talking about icons on the Dock, icons on the Desktop and icons in The Finder. What really are these icons? These icons represent applications, files and folders.

### Applications

An application is a piece of software that allows a computer user to complete a task. Software such as word processing, spreadsheets, databases, browsers are considered applications or software. For example, if you were looking up specific information on the Internet, the browser you are using is allowing you to accomplish your goal.



To open an application on the Desktop or The Finder, double-click on the icon. If the application is on the Dock a single click will do. But how the

application will look when it opens, depends on the type of application that has been opened. The application could open with the choices available for you to begin work or the application might open with an empty screen waiting for a file to be opened or the creation of a new document.

The PC mouse has two buttons. The right mouse button brings up a formatting or option menu. The Mac mouse does not have two buttons. When using the Mac mouse, Ctrl+clicking the mouse will bring up the menu.

Usually to quit an application it is best to choose Quit from the applications Menu Bar that is open. If instead you choose to use the round red button on the upper-left part of the open window to close the application, it may close the open window, but not the application itself. You could also choose the keyboard shortcut that is the Command Key (apple logo) and the letter Q.

## Files, Formats and Folders

The collection of information that is used electronically must have a type of application in order for the file to be used successfully. The application can be a text file, image file or audio file. So if you create a document in TextEdit, it will be saved as a text file. Image files are usually photos from a digital camera. Music from the iTunes Music Store produces audio files. This collection of information, really known as files, is what makes up the different ways your computer works for you.

These files become much more complicated when you realize that the application that comes with the file can be saved in several ways. In other words, each file can be saved with different file formats.

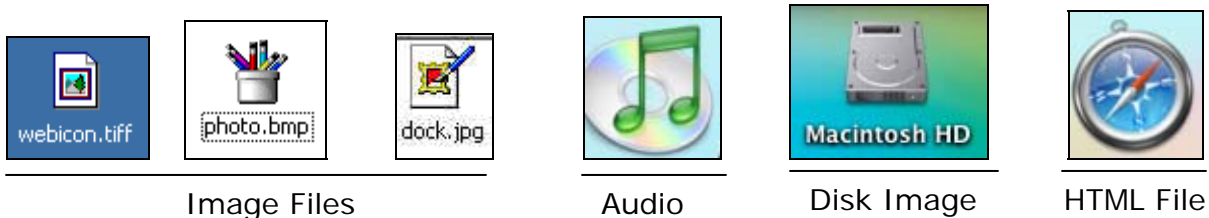


Image files can be saved as a tiff, bmp or jpg. Audio files can be downloaded as a MP3, WAV or other file formats. Some programs can be used with several types of file formats. Usually you don't have to worry

about the file formats associated with an application unless you get into some type of computer problem.

## Folders

A folder is a place in which files can be stored. Folders are a way of organizing your work. Folders can contain files and other folders. Folders within a folder are also known as subfolders. Folders are used to organize the Mac. The first folder you will recognize will be the Home folder. The Home folder is named after the user account. The Home folder has subfolders to organize your work by type. Under the Home folder you will see subfolders such as Music, Pictures and Movies. The next folder is the Applications folder. That folder contains exactly what it is named, the Applications on your Mac. The System folder has all the gadgets and utilities that run your Mac. Finally there is the Desktop folder. The Desktop folder has all of the work and items you have left on your desktop.

You can add your own folders, in order to keep your work organized. When the Finder is active, if you go under File, you will find New Folder. The New Folder can be named and dragged to where you would like it on your Mac.

## All Work and Play

### Working with Applications

Some people that have worked on other computers get in the habit of closing an application before opening another one. When you are using a Mac, you don't have to close an application to open another application. You can open and use several applications at the same time. The more memory you have, the more applications you can have open. You could have your e-mail open, listen to music in iTunes and use TextEdit for word processing.

Remember when you go to close an application, just closing the window will not close the application. To close an application, you can choose Quit from the application menu on the top of the Mac screen or press Command-Q. Also check on the Dock and see if there are any black triangles below the application icons. If there are, you still have some applications opened.

## Accounts

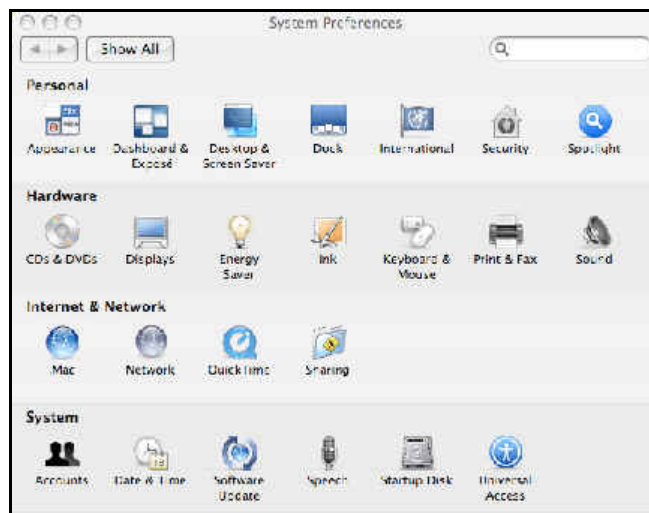
Macs work with an account system. Each person that uses a Mac can set up an account in his or her name. There are two types of accounts that can be set up. There is the administrator account and a non-administrative account. Two types of accounts come under the non-administrative account. Below the name of the accounts will be the wording "Admin", "Standard", or "Managed".

- ❖ An administrator account allows the person on the account to have access to all areas of the Mac, install and update software, and handle the creating and maintaining of accounts.
- ❖ The non-administrative account "Standard" gives the account user access to all the applications on the Mac.
- ❖ The "Managed" account has limitations on what can or cannot be accessed.

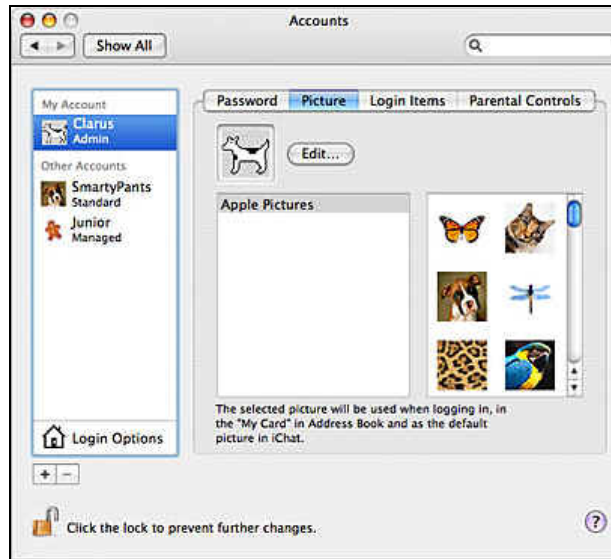
No matter how many accounts are on the Mac, each account has the individual's media libraries, preferences and is password protected.

The account information can be found in the System Preferences. Using the Apple menu open the System Preferences. The System Preferences list the names and accounts under the level titled System.

Account  
Information



When you click on the icon Account Information in the System Preferences, another window opens with the names of the people with accounts on that particular Mac.



In the left frame of the screen there is a field titled My Account, if you have an account on that Mac it will be listed in that field. Also below the account name will be the type of account that is open for you on that Mac.

### New Accounts

If you do have the privileges as an administrator, you can create a new account.

- ❖ On the window that displays the accounts and what type of account is a lock. The lock icon is usually locked. Click on the lock to unlock it by verifying your administrator password.



- ❖ The next step is to create an account by using the + button at the bottom of the window to create a new account.
- ❖ Next, follow the dialog fields on the resulting window to fill in the information of the new account.

Name:

Short Name:

Password:  ?

Verify:

Password Hint:   
(Optional)

☐ Allow user to administer this computer

Cancel Create Account

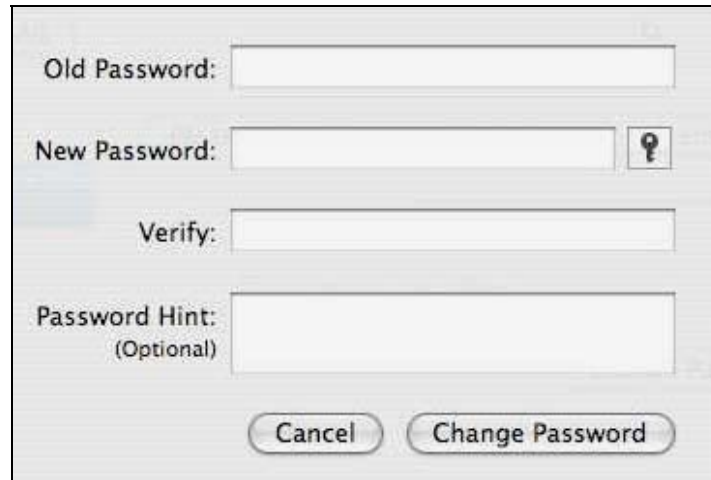
- ❖ After filling in the information, click on Create Account.
- ❖ The last decision would be if you wanted to make that user an administrator. If so click on "Allow user to administer this computer."

## Passwords

As was mentioned before, each account is password protected. You may have not set up your password and was just told what password you have. If you like you can change your password, by clicking on the Password tab at the top of the window screen.

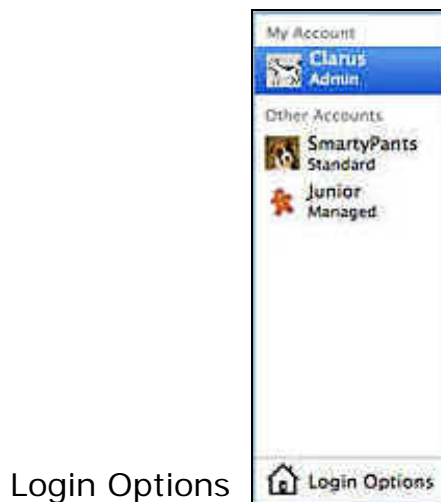


The Password tab will bring you to another window with fields for you to identify your old password. The next field wants you to type in your new password. The next field wants you to verify your new password (just means to type it again). Finally, you can type a password hint if you are worried about forgetting your password.

A screenshot of the Mac OS X 'Change Password' dialog box. It features four text input fields: 'Old Password:', 'New Password:', 'Verify:', and 'Password Hint: (Optional)'. The 'New Password' field has a small key icon to its right. At the bottom, there are two buttons: 'Cancel' and 'Change Password'.

When you are deciding on a new password try to think up one that would be very, very hard for anyone else to guess. A combination of letters, numbers and punctuation characters are good to use when creating a password. You can click on the key button to get help in selecting your password.

If you are still nervous about your password, don't have your Mac log you in automatically when you start up the computer. The Login Options are in the Accounts preferences.



When you reach the Login Options click off the checkmark of the "Automatically log in as..." checkbox. When you have changed from the automatic login, each time you start up your computer, you will need to log in to your computer with your user account password.



## Forgotten Password

If you have forgotten your password, you will have to use the Mac OS X Software installer disc that came with your Mac. It is important to label and organize all the information and materials that go with your Mac. After inserting the disc, hold down the C key and restart your computer. This will start your computer up from the disc. Once the Installer menu opens, choose Reset Password and follow the instructions to change your password.

## Keychain Access

If you click on Applications and the Utilities Folder you will find a Keychain Access program. This utility allows you to create keychains to store the passwords that you use on your computer. Don't forget, besides the Mac user account password, your e-mail, certain websites, access to server, etc. ask for passwords. Keychain allows you to store the passwords.

When you are using your Mac, a website or e-mail you are asked for your password. Once you type in your password a dialog box may come up. The dialog box wants to know if you would like that password you just typed in added to your Keychain. If you would like to add the password to Keychain, click Add to add the password. You will not have to stop and type in your password the next time you use that site requesting the password. Keychain will add it for you.

You can also manually add passwords to your Keychain by going directly to the utility. Again, Keychain can be found by going to your Applications folder and to the Utility folder in Applications. Once Keychain is open, go under File to "New Password Item".

A screenshot of the 'Keychain Item Add' dialog box in macOS. The dialog has a light gray background and a thin border. It contains three main input sections: 'Keychain Item Name:' with a text field and a hint to enter a URL for internet passwords; 'Account Name:' with a text field and a hint to enter the account name; and 'Password:' with a text field, a key icon button, and a hint to enter the password to be stored. At the bottom, there is a 'Show Typing' checkbox and two buttons: 'Cancel' and 'Add'.

Now what happens if you forget a password stored in the Keychain utility?  
First go to Keychain.

- ❖ Find the item of the password you forgot and double-click on it.
- ❖ In the next window, there is a tab name Attributes. Click on the tab.
- ❖ Then click on the checkbox that says, "Show password".
- ❖ Next will be a dialog box. The dialog box wants you to type your Keychain password. Your user account password and the default Keychain password are the same.
- ❖ You then have a choice to Allow your password to display Once, or Always Allow. This will always show your password in Keychain.
- ❖ Click on the key button if you need help in selecting a password.

#### Added Protection

- ❖ Click on Keychain Access
- ❖ In the File menu, choose New Keychain.
- ❖ In the dialog box that comes up, name your new Keychain in the Save As field. This will also want you to select where to store it from the Where menu.
- ❖ Click to create the new Keychain.
- ❖ Finally, you will be asked to type and verify a Password.
- ❖ Click OK.

- ❖ If you need help selecting a password, click on the key button.

## Discs and Volumes

You know that your Mac comes with a lot of gizmo's and gadgets. How to work with them is another whole story.

First you need to know what gizmos and gadgets you have to work with. Currently the Mac comes with an optical drive. The optical drive reads and plays CDs and DVDs. In a Combo Drive, you can burn CDs and in a SuperDrive, you can burn both CDs and DVDs. If you have a slot to insert the CD or DVD, as you insert the disc the Mac will grab the disc to insert it. If you have a disc door, use the Eject key on your keyboard. On my Mac it is F12 with a triangle and a line underneath it.

Once you have put the disc in, the Mac will recognize it by an icon that will appear on the Desktop or automatically open an application that can be used with the disc. When you are ready to take the disc out, you can either drag the disc icon to the Trash, which will change it to an Eject icon, or click the Eject icon in any Finder window next to the name of the disc.

So when working with such gadgets and gizmos as FireWire, USB drives, iPods, digital cameras, etc. learn how to connect the devices and learn how to eject the devices from your computer.

## Software Updates

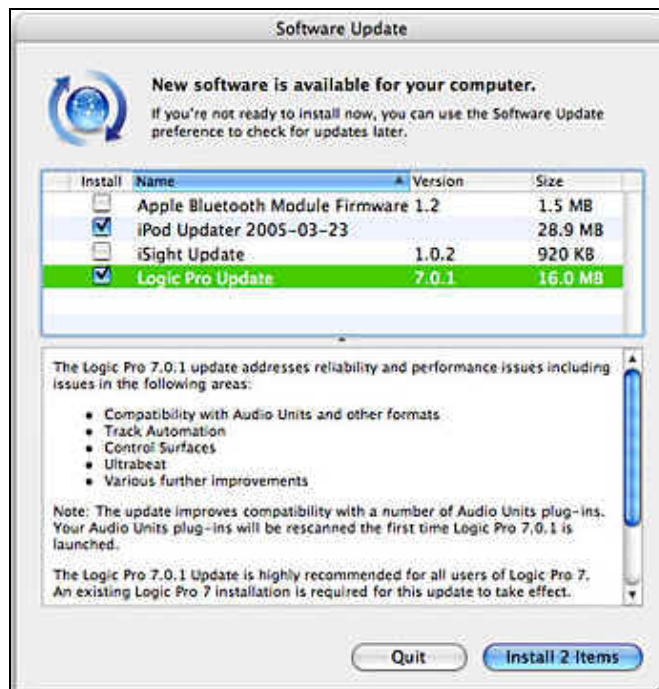
There is a great feature on your Mac that updates or installs the latest programs to your Mac. This feature can be done automatically on a weekly, monthly or daily basis. This feature knows the software you have put on your Mac and new updates released by the Mac website.

Apple Downloads can also be installed by using the Apple web site. Just go to the Apple Downloads site ([www.apple.com/support/downloads](http://www.apple.com/support/downloads)) and follow the onscreen instructions.

If your software updates are not happening automatically, you may have to follow a procedure to have your computer know to update.

- ❖ In the System Preferences on the same level as where you find the Accounts, is a Software Update.

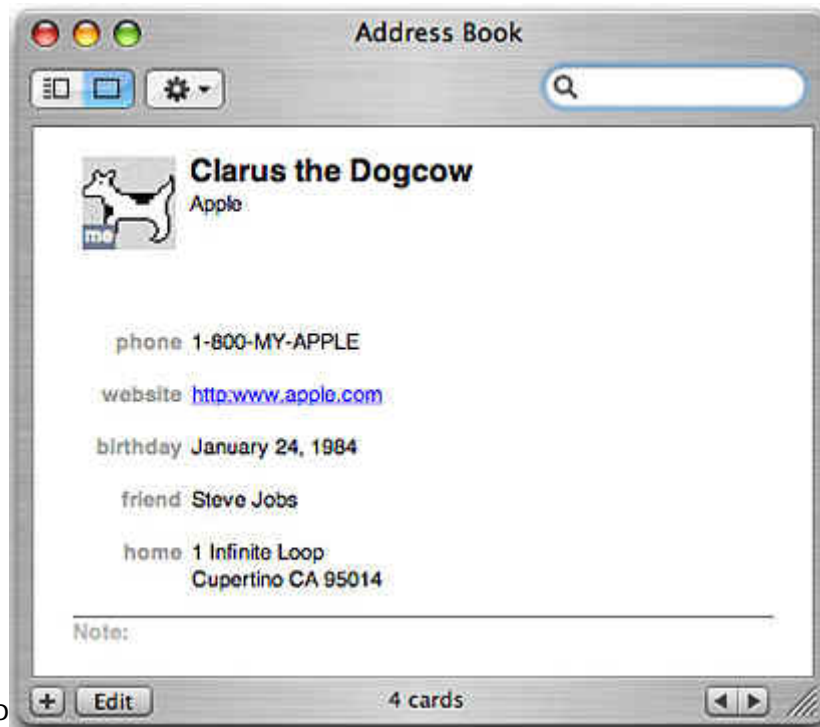
- ❖ There should be a checkmark in the checkbox by “Check for updates”. Then you can set from a pop-up menu, how often you would like the updates.
- ❖ “Download important updates in the background” should be checked so important updates can be downloaded as you work on other projects on your Mac.
- ❖ While you are doing the procedure, it would be best for Software Updates to check right away for any important updates. Click on Check Now. If there are any updates, it will display in the Software Update window.
- ❖ In the list of updates in the Software Update window, checkmark the updates you want to be downloaded and click on install selected items.
- ❖ This should do it to have your updates now automatically launch at your selected times.



The Address Book

The Mac not only helps you keep your files and folders organized; the Mac can keep your life organized. The people in your life can be organized and at your fingertips through the Address Book.

The Address Book is found under Applications. As you enter new contacts in the Address Book, they are referred to as Cards. Each Card brings up entry fields for the usual name, phone, cell phone, address, work address, etc. You can customize the card as much as you like.

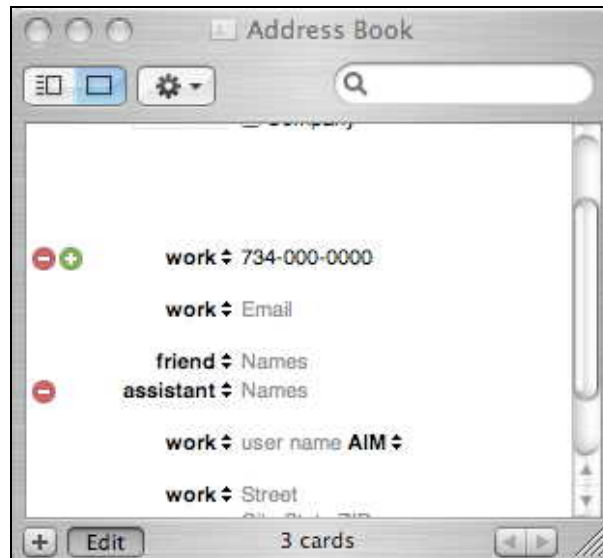


Click the + to add a card.

Cards can be viewed as a single card, or Card with Columns. The card's view can be changed by clicking on View in the application Menu at the top of the screen. In the view of the Cards with Columns, the first column is the group column (for grouping your contacts), the middle column is the Name column, and the third column is the individual contact card with his/her information.

In order to add a new card, the + sign in the lower right side of the card should be clicked. When the new card comes up, the information for that card can be inserted. Click by the field where you want to type the information. Some fields display an up/down arrow. That means you can change the field heading to one of the choices such as changing the phone to home, work or other.

Each category has an opportunity to add more fields to that category by using the green + sign that is located before each category field. If you change your mind and you don't want to add a field, click on the minus sign. Not all fields have a plus or minus button as some fields only require one entry.

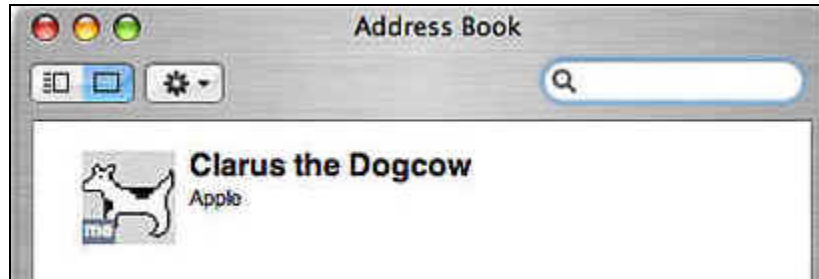


If you want to add additional fields, choose Card from the application Menu at the top of the screen. Under the Card option is the Add Field command. When Add Field is selected a submenu comes up with the additional fields that can be added to the address card.

Now if you still need more information, the address card does provide a Notes section at the bottom of the card.



The address card can even have a photo of the person (or any other image you may want). Select your image file and drag it to the square next to the person's name at the top of the card.



When you have completed a card or made changes, be sure and choose save from File in the application menu at the top of the screen.

If you need to delete a card, bring the card up, go to Edit from the Special Menu bar at the top of the screen and click on Delete Card.

#### Address Book Activities

- ❖ Your Mac e-mail account can be used with your Address Book. To e-mail someone from the Address Book, click on the person's name in the Names column. This will bring up their card. Click on the label next to the e-mail address on the card. This will bring up a menu with Send Mail as an option. Selecting Send Mail will bring up the e-mail Mac account.
- ❖ Group e-mails are easy with the Address Book. Using the Card and Columns view, click on the + sign at the bottom of the Group column. Type in a group name and select All from the Group column. Selecting All will bring up every one's name in your Address Book. Drag the people you want in the group to the Group Name.
- ❖ Another activity you can do in your Address Book is to create a Smart Group. As you enter new people to the Address Book, if they fit the criteria you have chosen for you Smart Group, they will automatically be entered into the Group.
- ❖ To add a new Smart Group, chose File from the application menu and select New Smart Group. The New Smart Group window will

open up. The first field wants the name of the Smart Group. The following fields and menus allow you to set criteria for your Smart Group. Once the criterion is set for your Smart Group, the next time someone is added to your Address Book and they match your search criteria, they will become part of the Smart Group.



- ❖ The Address Book can be printed in a pocket-sized hard copy. Select the names you want printed from your Names column. Choose Print from File in the application menu. The printer window should allow you to select Pocket Address Book from the Style menu. You can select other options and then press Print.

## Mail

Another application that helps you work and play is Mail. If you set up a Mac account, besides sending and receiving mail, you can manage and track messages, create Smart Folders, and use Spotlight to easily find your e-mail messages. Your Address Book works easily with the Mac account.

Mail can be found under the Applications folder. If you click on Mail, you will be guided step by step how to set up your e-mail account. You can set up more than one e-mail account. Once the accounts are set up, it is easy to view, send and receive messages.

The Mac e-mail also has a Junk Mail feature for filtering the endless stream of "spam" that we all put up with. Junk mail filtering is on by default but can be retrained to work with you.

It is not necessary to have a Mac e-mail account to use your Mac. The Mac e-mail is just another one of the features offered on your Mac. It is best to contact your Mac dealer to find out more information regarding



the Mac e-mail and any financial agreements that must be made in order to have an active e-mail account.

## Dashboard, Widgets and Exposé

Tiger features a semi-transparent layer that floats above your Desktop. That layer is known as the Dashboard. The Dashboard contains mini applications that are called widgets. These widgets are fun and yet functional. Some of the widgets are the calculator, time, date, and weather. At any time more widgets can be added to the Dashboard.

The Dashboard is found on the Dock.



It can open by clicking on it from the Dock or using the F12 key. When it is open, the widgets appear to be floating above the desktop.



- ❖ The widgets can be dragged and moved to any arrangement you would like.
- ❖ Once you have Dashboard open, there is a plus sign in the lower-left corner of your screen. It appears to be floating above the Dock. When you click on the plus sign, all the widgets on your Mac will

come into view at the bottom of your screen below the Dock. This is called the Widget Bar.

- ❖ Once you click on the plus sign and widgets appear below your Dock, if you see arrows to the left and the right of the widgets that means there are more widgets to be seen.
- ❖ To add one of the Widgets from the Widget Bar just click on the icon and it will be added to Dashboard.
- ❖ To remove a widget from Dashboard, click on the plus sign on the lower-left side of the Dashboard screen to bring up the Widget Bar. When the Widget Bar slides into view, all of the widgets on Dashboard will have an X in a circle on the upper-left side of the widget. By clicking on the X, the widget will close and will not be on your Dashboard screen until you reinstall it again by clicking on it.
- ❖ To close the Dashboard screen, click anywhere on the Desktop and Dashboard will disappear.

## Widgets

When you are adding widgets, you may notice a small, italicized letter *i* (not a capitol I) that appears and disappears as you slide your mouse over it. It appears in the lower-right side of the widget. If you click on the letter it will turn the widget to its backside so you can add information to display on the front.

Although most of the widgets are considered mini applications, some of the widgets such as the Address Book and iTunes, are linked with their full application.

Some of the widgets are from the Internet and other widgets are directly available from your Mac. Temperature, Flight Tracker, Google come from the Internet. The Address Book, Stickies, iTunes are from the Mac.

Some of the widgets available on the Mac are the: Address Book, Business, Calculator, Calendar, Dictionary, ESPN, Flight Tracker, Google, iTunes, People, Ski Report, Stickies, Stocks, Tile Game, Translation, Unit Converter, Weather and World Clock.

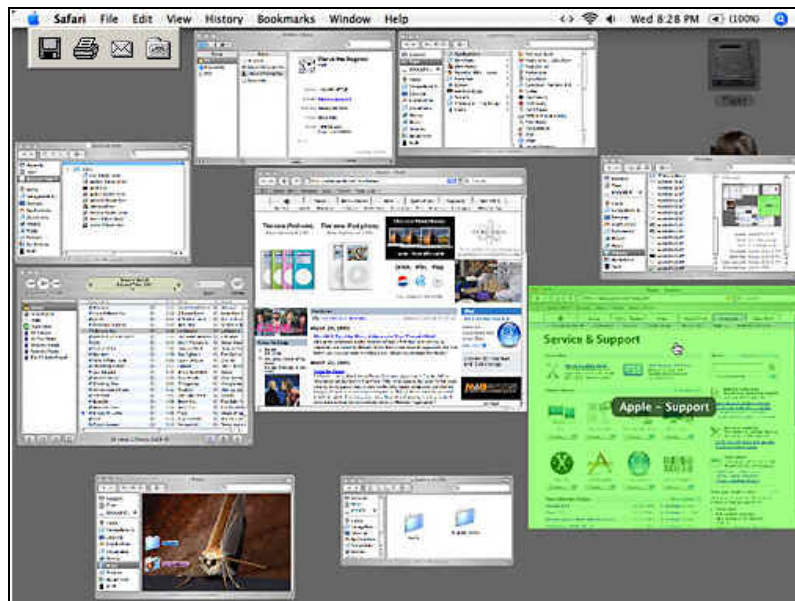
## Exposé

You are well on your way using your Mac and discovering all the wonderful features that help you work and play. You become so involved in the features and applications that the Mac gives you, your work becomes such a busy Desktop that now you are not sure what you are doing.

Exposé to the rescue! Exposé is a feature of the Mac that is built in to help you work more efficiently. So there you are stuck with all these windows open and you are not to sure how to find what you are looking for to continue your work.

The Desktop with several windows open and Exposé is already working.

- ❖ To show the applications that are open, press F10. Exposé dims all other windows and keeps your applications highlighted (as in the example below).



- ❖ If you want to see all of the windows that are open, click on the F9 key. That will bring up all of the open windows and any window can be selected.
- ❖ To bring your Desktop view back to normal, press F9 again.

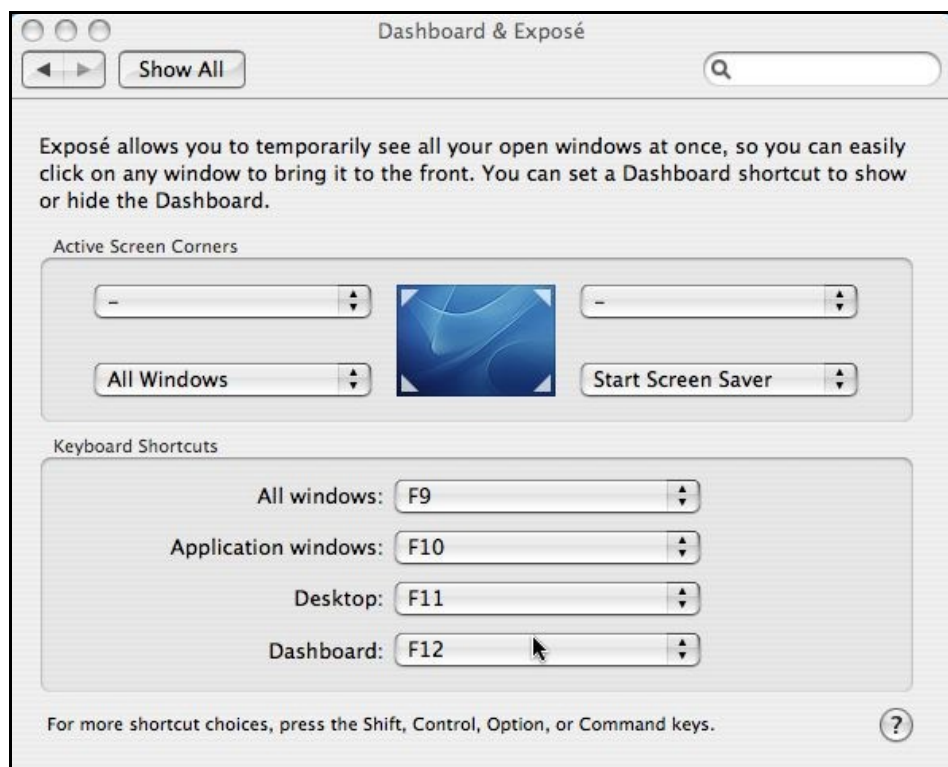
- ❖ To momentarily close all the windows on the Desktop, click on F11.
- ❖ To bring the windows back to the Desktop, click again on F11.

If open windows on the Desktop give you security in your work environment, Exposé can help you work in a more efficient manner.

- ❖ If you want to drag an item from the Finder window into a folder that you can't see, begin to drag the item and then select the F11 key. Exposé will take everything away from your Desktop so the folder can be found.
- ❖ If just wanted to move a file from one window to another window, start dragging the file. Press F9 to see all of the windows so the target window can be seen. As you reach the target window you can press F9 again or wait until the window becomes active and place your file in the window.
- ❖ The F11 key will momentarily make all of the windows on the Desktop disappear for an unobstructed view of the Desktop.
- ❖ If you have several windows open of the same application and you would like to work between those windows, start dragging the item and press F10. F10 will display all the windows open of the same application. Drag the item to the intended window until it becomes active or press F10 again and put the item in the active window.

Dashboard and Exposé can also be found in System Preferences. In the System Preferences you can set shortcuts and hotspots to your Mac window. By setting a hotspot you can click on a Screen Corner and you can bring up the Dashboard, bring up all windows or start the screen saver.

The shortcuts would allow you to change the F11 and F9 functions keys to function keys you would prefer.



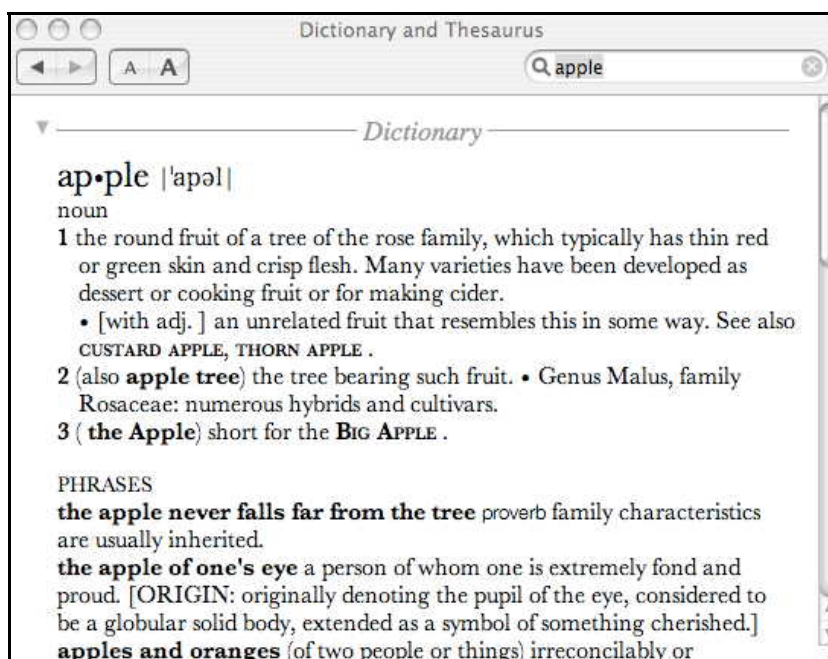
## Dictionary

Another great feature of the Mac is the Dictionary. This feature is at your fingertips as you work on your Mac. If you are having a difficult time with the meaning of a word, the word's origin, derivatives, synonyms and antonyms, the Dictionary is the feature to use. The Dictionary even includes a thesaurus.

- ❖ The Dictionary can be found in the Applications folder.
- ❖ When the Dictionary opens, type the word in the Search field with the magnifying glass, and click on return.
- ❖ The Dictionary will bring up a list of matching words to that term.



- ❖ Select the word you are looking for.
- ❖ The Dictionary will display all of the word's definitions. The definitions will be followed by the word's synonyms and antonyms.



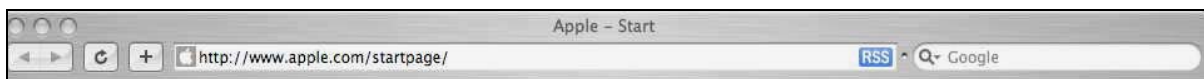
- ❖ A neat tool in the Dictionary is the ability to change the font size if you are having a hard time reading the information. There is a

button on the top right-side of the screen with a little A and a larger **A**. The larger **A** will increase the size of the text.

## Safari



Safari is the name of the browser that comes with the Mac. It is located on the Dock. Opening Safari takes you to the Apple homepage. Safari is easy to use and has the same tools and format as other browsers. The Special Menu Bar on the top of the page provides the same menu items as other browsers such as View, History, and Bookmarks. Below the Special Menu Bar the browser has the address bar, Spotlight, and the back and forward arrows.



reload page    bookmark item

This is not the end of the possibilities in the Mac. There is more to learn and more to customize. Become familiar with your Mac before you begin changing or customizing such things as the Desktop, Screen Saver, Keyboard, Icons and the Dock. It is important you understand how the Mac works. You want to be comfortable with the features the Mac has to offer.

The information and some images came from a wonderful site on the Internet from Apple. Go to: [www.apple.com/support/mac101](http://www.apple.com/support/mac101) for further investigation and customization

Welcome to your Mac!

6/08